INFORMATION ONLY

TABLE OF CONTENTS FOR ENVIRONMENTAL RESTORATION MANAGEMENT ADMINISTRATIVE PROCEDURES MANUAL

ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE

2-E04-ER-ADM-05.07

REVISION 2

ENVIRONMENTAL RESTORATION PROGRAM DIVISION (ERPD) PREPARATION AND USE OF DOCUMENT MODIFICATION REQUESTS

APPROVED BY S G Stiger | S G. Stiger | 8-15-94

Director, EG&G Environmental Restoration Program Division — Print Name — Date

[signature] | R S Lamer | 8 15 94

Quality Assurance Program Manager, Data Management and Reporting Services — Print Name — Date

DOE RFFO/ER Concurrence on file ☐ Yes ☒ No ☐ NA

Environmental Protection Agency Approval Received ☐ Yes ☒ No ☐ NA

Responsible Organization Environmental Restoration Program Division Effective Date 10/07/94

CONCURRENCE BY THE FOLLOWING DISCIPLINES IS DOCUMENTED IN THE PROCEDURE HISTORY FILE

Environmental Documentation
Environmental Operations Management
Group 1 Closures
OU2 Closure
OU5, 6, 7 Closures
Industrial Area OU Closures/ D&D Team
Solar Ponds Project
Data Management & Reporting Services

USE CATEGORY 4

ORC review not required

The following have been incorporated in this revision
93-DMR-000498

This procedure supersedes procedure 3-21000-ADM-05 07, Revision 1
Periodic review frequency 1 year from the effective date

LIST OF EFFECTIVE PAGES

Pages	Effective Date	Change Number
1-45	10/7/94	~~94-DMR-0~~ lmc 93-DMR-000498

TOTAL NUMBER OF PAGES 45

TABLE OF CONTENTS

Appendixes

1. PURPOSE

This procedure describes the process for obtaining authorization for the initiation of new Environmental Restoration Program Division (ERPD) documents or revisions to existing ERPD documents This procedure also addresses the process for the issuance of urgent or temporary changes to ERPD controlled documents

This procedure is implemented when a document or procedure is created, revised, canceled or requires an immediate change This procedure specifies the steps for developing and issuing Document Modification Requests (DMRs) for all ERPD procedures, plans, instructions, and other work controlling documents This procedure implements the DMR-related requirements of 1-A01-PPG-001, Procedure Process, and specifies the ERPD-specific deviations and requirements

2. SCOPE

This procedure establishes a document modification process to ensure that new procedures, documents, and revisions are created, revised, canceled, or changed consistent with ERPD standards for developing and issuing DMRs This procedure is applicable to all ERPD personnel and subcontractors implementing the ERPD quality assurance program These tasks are addressed in the following sections

- Initiation of DMRs for
- Editorial Changes
- Nonintent Changes
- Intent Changes
- Work Plan Intent Changes Based on a Technical Memorandum
- Document Development or Revision
- Document Cancellation
- DMR Use

Development or revision of documents is addressed by 2-E02-ER-ADM-05 05, Document Review, Revision 1

This revision is a total rewrite, and revision bars are omitted This procedure supersedes 3-21000-ADM-05 07, Preparation of Document Modification Requests

3. OVERVIEW

This section addresses the responsibilities of organizations that are involved in the process but do not directly implement this procedure This information is not a revision, or an assignment of responsibilities, but rather a clarification of ERPD-specific information relating to these responsibilities to assist the user

3.1 Individuals and Organizations Associated with the DMR Process

The **Affected Organizations** review a procedure for accuracy and acceptability relative to their respective responsibility These organizations include organizations that are requested to perform tasks, or to which information other than records are sent For existing documents, the Affected Organizations are identified in the Document Review/Approval Matrix (DRAM)

Document Services (DS) is responsible for the Rocky Flats Environmental Technology Site (RFETS) procedure program ERPD implements the plant procedures program DS maintains the Level 1 procedures addressing preparation and control of procedures and supplies RFETS unique identifiers for procedures

Data Management and Reporting Services, particularly **Quality Assurance Program Manager** (QAPM), is responsible for the implementation of ERPD's internal quality assurance and control responsibilities in conjunction with the other ERPD Departments and Divisions

The **ERPD Contractor Change Control Board** (CCCB) evaluates and, as appropriate, authorizes DMRs that result in a change in the ERPD authorized scope (This process is implemented in accordance with an RFETS change control system) The review of the **Work Package Manager** and, as applicable, the ERPD CCCB ensures that the change control process is effectively implemented

ERPD Document Control Center (DCC) is responsible for issuing document identification numbers and DMR numbers for documents and issuing the approved controlled document(s) to controlled copyholders In addition, the DCC is responsible for submitting closed History Files to the ERPD Records Center

ERPD Quality reviews ERPD documents to ensure compliance with applicable quality assurance requirements as established by the QAPD and the QAPjP

3.1 **Individuals and Organizations Associated with the DMR Process (continued)**

Industrial Hygiene, Occupational Safety, and **Radiological Health and Engineering** review and concur with DMRs for **Operations** procedures and Health and Safety Plans These organizations review and concur with Intent Changes to Operations procedures (Level 4 Operations procedures) only if

- The changes affect the Limitations and Precautions section, the Prerequisites , a Warning, or a Caution
- The changes add a new activity
- The changes have an identified or recognized safety impact
- A reviewer or concurror requests the change
- The responsible manager requests these organizations review the change

The **Responsible Manager** is the ERPD Manager or Director responsible for the approval of a document under the requirements of EG&G Rocky Flats, Inc (EG&G) RFETS policies and procedures and the RFETS/ER-MP-DRAM, (when issued)

The **SME** is the individual with ultimate responsibility for the administrative and technical content of the document

The **Supervisor** provides management oversight in review of DMRs prepared by the personnel within the organizations When Manager is used in this procedure, Manager refers to the Originator's Manager (or delegated supervisor) The Manager signing the DMR may be a **subcontractor supervisor or the Contract Technical Representative** (CTR) for DMRs originated by subcontractors

4. DEFINITIONS

4.1 **Controlled Document** An active policy, procedure, practice, instruction, or design document, maintained current by the organization with programmatic responsibility and made available for centralized control, distribution, and disposition in accordance with applicable standards

4.2 **Document Modification Request (DMR)** A form used for initiating the development of a new document, revision, change, cancellation, or editorial correction of an approved document DMRs are prepared in accordance with this procedure DMRs replace the Controlled Document Revision Request and the Document Change Notice previously used by ERPD

Completed examples of this controlled RFETS form are included as Appendix 1, Examples of Document Modification Requests

4. Definitions (continued)

4.3 **Document change.** The alteration of a limited number of pages of a document rather than the preparation and issuance of a new revision of a document The revision number is not increased when a change is made Document changes are completed through use of the DMR discussed in this procedure, rather than 2-E02-ER-ADM-05 05

4.4 **Document revision.** Issuance of a new version of a document The document number is increased by one for each revision The revision process is completed using Section 6 7 and 2-E02-ER-ADM-05 05, ERPD Document Review Process

4.5 **Editorial correction.** A modification that is limited to grammatical corrections, typographical corrections, step numbering changes that do not affect performance sequence, and adjustments to language or sentence construction for consistency with no technical significance and no change of original intent An editorial correction is equivalent to a minor change as used in the Quality Assurance Project Plan (QAPjP)

4.6 **Intent change.** A change to a procedure or other document that affects the original purpose, scope, or intent of the approved procedure or document An accelerated but complete review and approval cycle is completed before implementation of the procedure change

4.7 **Limited Scope DMR.** A DMR that applies only to a specific location and "limited controlled distribution list determined by responsible manager" LIMITED SCOPE DMRs are issued on yellow paper and the DMR states LIMITED SCOPE at the top of Block 11 and any continuation of Block 11 LIMITED SCOPE DMRs may also be TEMPORARY DMRs

4.8 **Name Change.** Changes in the names of organizations are considered editorial corrections Editorial comments are not mandatory except for the required editorial reviews Editorial corrections may be documented on annotated copies of the draft documents

4.9 **Nonintent change.** A change that does not affect the original purpose, scope, or intent of the approved procedure The Responsible Manager can authorize use of changed affected pages to meet the immediate need This is followed by an accelerated but complete review before controlled distribution of the change

4.10 **Quality Assurance Program Manager (QAPM)** The individual designated by the ERPD Director to implement the ERPD internal quality assurance program

4. Definitions (continued)

4.11 **Technical Memorandum (TM)** A memorandum prepared to describe a change to or modification of a work plan The TM is reviewed by the same reviewers as the original work plan This document complies with the requirements of 3-21000-ADM-05 03, RFI/RI Work Plan Development, for the sections affected The TM is reviewed and approved by the Department of Energy (DOE), the Environmental Protection Agency (EPA), and the Colorado Department of Public Health and the Environment (CDPHE)

4.12 **Temporary DMR.** A DMR that applies only during the period prior to its expiration The DMR states TEMPORARY at the top of Block 11 and any continuation of Block 11 The DMR includes an expiration date, determined by the responsible manager, and is not valid after this date

4.13 **Validation and Verification V&V.** Processes used to verify the acceptability of a procedure or instructions Validation is the process of evaluating a procedure by simulating performance of the procedure to determine if the procedure can be correctly, safely, and effectively performed Verification is the process of confirming and documenting the technical accuracy of the procedure by checking references and other source material These processes are described in 1-A03-PPG-004, Procedure Edit, Review, and Comment The validator validates and verifies the procedure The validator and verifier may be the peer reviewer but not the Procedure Writer or Subject-matter Expert (SME)

4.14 **Work Plan** A document describing the requirements and methods for completion of an ERPD activity consistent with the Rocky Flats Interagency Agreement (IAG) and EPA guidance (such as the two EPA guidance documents included in Section 8, References) This document directly controls work activities, including actions such as

- Establishing locations where actions are implemented
- Identifying applicable procedures
- Establishing performance criteria and quality control requirements
- Establishing the rationale for this activity

Work plans are prepared in accordance with 3-21000-ADM-05 03

5. RESPONSIBILITIES

5.1 Concurrors

Reviews the DMR and provides comments, as appropriate, for their area of responsibility

Concurs with the DMR after their comments have been resolved

5.2 Controlled Document and Working Copy Holders

Implements changes in documents in accordance with this procedure

5.3 ERPD Document Control Center (DCC)

Issues document identification numbers and DMR numbers for documents

Issues the approved controlled document(s) to controlled copyholders

Submits closed History Files to the ERPD Records Center

5.4 ERPD Personnel and Subcontractors

Implements the requirements of this procedure, including the initiation of the DMR process

5.5 ERPD Work Package Manager

Determines that change control thresholds are not exceeded

5.6 Originator

Initiates the DMR in accordance with this procedure

5.7 Quality Assurance Program Manager (QAPM)

Reviews and approves the DMR generated in accordance with this procedure

5.8 Plans and Procedures Team (P&PT)

Provides support to the SME and Responsible Manager in the implementation of this procedure

Ensures that the required concurrence mandated in this procedure has been obtained

Facilitates the DOE and any associated regulatory agency review of documents at the request of the Responsible Manager, ERPD

5.9 Responsible Manager

Reviews and dispositions comments from all reviewers

Completes, including identification of required concurrences, and approves DMRs
Ensures that all personnel are appropriately trained and qualified to perform the duties, tasks, and responsibilties of their assigned jobs

Ensures that personnel training and qualification requirements for activities described in this procedure have been identified

Ensures that ERPD EG&G subcontractor personnel obtain required training and meet specified qualifications

Ensures that documentation and verification of both ERPD-specific training and Performance-based Training have been documented

Ensures training to the DMR is completed prior to work performed

5.10 Subject-matter Expert (SME)

Reviews and provides concurrence on DMRs to ensure the adequacy of the document after the change

5.11 Originator's Manager (or supervisor)

Reviews and provides concurrence on DMRs

6. INSTRUCTIONS

NOTE *The blocks identified throughout this procedure refer to the block identification numbers on the DMR (An example of the DMR is included in Appendix 1)*

6.1 Initiation of DMRs

ERPD Personnel

[1] Initiate a DMR whenever the need to change, revise, create, or cancel a document is identified

NOTE *P&PT personnel will assist in the preparation of the DMR*

Originator

[2] Record NA in any section of the DMR that is not applicable for the document type

[3] Record the required information (See Appendix 2, ERPD DMR Input Data)

Additional information is completed later by others The Originator's Manager (or supervisor) and the Responsible Manager may be the same individual, or the Originator and Originator's Manager (or supervisor) may be the same individual, but not all three

NOTE *The Originator's Manager (or supervisor) or Responsible Manager in conjunction with the Originator may revise the DMR as necessary to obtain approval of the DMR*

[4] Obtain approval from the Originator's Manager (or supervisor) in Block 16

Originator's Manager

[5] **IF** the Originator's Manager (or supervisor) does **NOT** approve the DMR, **THEN** reject the DMR as described in Section 6 2

[6] Submit the DMR to P&PT personnel

P&PT

[7] Prepare the DMR

[8] Submit the DMR to the Responsible Manager

6.1 Initiation of DMRs (continued)

Responsible Manager

[9] **IF** the DMR can be incorporated into the procedure at the time of the next revision, **THEN**

[A] Record "Consider in next revision" or equivalent wording on the DMR

[B] Approve the DMR by completing Block 24

[10] **IF** the DMR is to be rejected,
THEN:

[A] Go to Section 6 2

[11] Ensure that changes or revisions to plans, procedures, or instructions are reviewed and approved in the same manner as the original document, and under no circumstances shall a review of a controlled document, procedure, or instruction be bypassed without the approval of the cognizant manager and the DM&RS QAPM

[12] Ensure that the required concurrors for the DMR are identified in Block 13 as specified in the DRAM

[13] **IF** the change is to an OPS procedure and ANY of the following exists

- The changes affect the Limitations and Precautions section, the Prerequisites, a Warning, or a Caution,
- The changes add or revise an activity,
- The changes have an identified or recognized safety impact,
- A reviewer or concurror requests health and safety review and concurrence,

THEN obtain the review and concurrence from Industrial Hygiene, Occupational Safety, and Radiological Health and Engineering, as appropriate

[14] Review and correct the DMR, as necessary

Table 2-1 of Appendix 2 contains a description of the appropriate information

[15] Obtain and record on the DMR the information in Table 2-2, DMR Responsible Manager Information of Appendix 2, DMR Responsible Manager Information

NOTE *The information marked with an asterisk is completed before the DMR number, which is recorded in Block 25, is obtained The other data are normally completed or obtained after the DMR number is obtained*

6.1 Initiation of DMRs (continued)

[16] **WHEN** information marked with an asterisk in Table 2-2 of Appendix 2 has been obtained,
THEN submit the DMR to P&PT

P&PT

[17] Review the DMR, and have any inadequacies corrected by the Responsible Manager

[18] Submit the DMR to the Responsible Manager for concurrence

Responsible Manager

[19] Submit the DMR to the DCC to obtain a DMR number in Block 25

DCC

[20] **IF** Block 25 is **NOT** completed,
THEN record the DMR number in Block 25

[21] Return the DMR to the Responsible Manager

Responsible Manager

[22] Go to the applicable section for the type of document change

Section 6 3 is used for Intent changes Section 6 4 is used for Nonintent changes Section 6 5 is used for Editorial changes Section 6 6 is used for Work Plan Intent changes Section 6 7 is used for Document Development or Revision And Section 6 8 is used for Document Cancellation

[23] Forward the following to the DCC

- The DMR and the affected pages or document if new or revised
- Any applicable History File information or data

DCC

[24] Record or revise the effective date in Block 21 of the DMR

The effective date never predates the approval date recorded in Block 24

[25] Distribute the DMR in accordance with 3-21000-ADM-06 01, Document Control

[26] Add any History File supplied with a DMR to the existing document's History File

6.2 DMR Rejection

NOTE *DCC personnel do not accept rejected DMRs*

Responsible Manager, supervisor, or ERPD Work Package Manager

[1] Strike through the DMR with a single diagonal line

[2] Record *REJECTED* on the DMR

[3] Record the basis for the rejection with the justification in Block 12

[4] Print name and provide signature and date in Block 16

[5] Forward a copy of the DMR and any Document Modification Request Concurrence/Approval Form (DMRCA) to the Responsible Manager

[6] Forward a copy of the rejected DMR and any DMRCA to the following
- Originator
- Originator's Manager (or supervisor)

6.3 Intent Change

Responsible Manager

[1] Submit the DMR and DMRCA to the applicable Work Package Manager(s) for evaluation of any CCCB-related impacts

Work Package Manager

[2] **WHEN** a DMR and DMRCA are received from the Responsible Manager,
THEN complete the DMRCA, as appropriate

[3] Perform one of the following

- Authorize completion of the DMR
- Put the DMR on hold pending evaluation through the ERPD or the RFETS change control system

[4] **IF** the DMR is authorized,
THEN return the DMR and DMRCA to the Responsible Manager

[5] **IF** the DMR is rejected,
THEN go to Section 6 2

6.3 Intent Change (continued)

Work Package Manager (continued)

[6] **IF** the change is a modification of a work plan or other work controlling plans **AND** the change is being made directly from an EPA/CDPHE-DOE-approved TM, **THEN** go to Section 6 6, Work Plan Intent Changes Based on a Technical Memorandum

Responsible Manager

[7] Submit the DMR to P&PT

P&PT

[8] Prepare modified pages and List of Effective Pages

[9] Return the DMR and changes to the Responsible Manager for concurrence

[10] Submit the DMR to concurrors listed on DMR

NOTE *Throughout this procedure, the review, revision, and concurrence process may occur as necessary to obtain a complete product Initialing the DMR for concurrence indicates that any comments have been resolved*

Concurrors

[11] Submit to the Responsible Manager any comments on a Comment Review Sheet

Responsible Manager

[12] Revise the DMR, as needed, to resolve any comments

[13] Document resolution of any comments in accordance with 2-E02-ER-ADM-05 05

[14] Obtain documentation of reviewers' concurrences in Blocks 14 and 15

Concurrors

[15] **IF** the concurror's organization concurs with the DMR, **THEN** sign and date blocks 14 and 15 for the respective organization

Responsible Manager

[16] **IF** comments are received on the DMR, **THEN** resolve comments through utilization of the same process in accordance with 2-E02-ER-ADM-05 05

[17] Return a copy of the final comment resolution and concurrence to the reviewer

6.3 Intent Change (continued)

Responsible Manager (continued)

[18] **IF** an ORC review or Safety Screen is required based on a review of

- The document History File
- The changes being made
- 1-52000-ADM-02 01, Operations Review Committee
- 1-91000-NSM-04 03, Safety Evaluation Screens
- The procedures referenced below or Appendix 6, ORC Review Determination,

THEN complete the following, as applicable

[A] Arrange for the completion of the Safety Screen requirements in accordance with 1-91000-NSM-04 03, Safety Evaluation Screens, as necessary

[B] Arrange ORC review in accordance with 1-52000-ADM-02 01

Assistance in implementing this requirement can be obtained from the QAPM

[19] Approve the DMR by signing and dating the DMR in Block 24

[20] **IF** the document being modified had DOE concurrence,
THEN obtain DOE input on the DMR

[21] Go to Step 6 1[23]

6.4 Nonintent Change

NOTE *Step [1] to [5] for the Responsible Manager may be completed in any order*

Responsible Manager

NOTE *Abbreviated reviews are for Nonintent changes only This process may not be used for other changes, such as intent changes*

[1] **IF** the DMR does **NOT** require immediate implementation,
THEN go to Step [10]

The steps before Step [10] address a process that allows an abbreviated review process before issuing an Interim Approved DMR After issuance, the balance of the review is completed, and then the final DMR which replaces the interim approved DMR is issued This process is only implemented at the discretion of the Responsible Manager

[2] Obtain the review, resolving review comments as needed, and concurrence of the QAPM

6.4 Nonintent Change (continued)

Responsible Manager (continued)

[3] **IF** this is an OPS procedure,
THEN obtain the review, resolving review comments, as needed, and concurrence of Industrial Hygiene, Occupational Safety, or Radiological Health and Engineering, if applicable

[4] Approve the DMR for implementation (Block 24) at the Responsible Manager's discretion

[5] Complete Block 20

[6] Submit the DMR to the DCC with notification that this is an Interim Approved DMR issuance

[7] Ensure that training to the DMR is completed in accordance with 1-31000-COOP-011, Pre-Evolution Briefing

DCC

[8] Record the effective date in Block 21

The effective date never predates the approval date in Block 24

[9] Issue the DMR with appropriate label(s) in Block 11 as an Interim Approved DMR with an expiration date 14 days after the interim approval

[10] Submit the DMR to P&PT

NOTE *The balance of the review (Table 3 of Appendix 3, ERPD Document Modification Worksheet) is to be completed, and the interim approved DMR is to be replaced with the approved version*

P&PT

[11] Submit the DMR to the organizations in Block 13 that have not concurred with the DMR

[12] **IF** all signatures are **NOT** received within the 14-day period,
THEN perform the following actions

[A] Evaluate the need for and initiate, as necessary, a Nonconformance Report (NCR) or a Deficiency Report (DR) to address any activities or data completed while an interim approved DMR is in use

[B] Reject the DMR in accordance with Subsection 6 2

6.4 Nonintent Change (continued)

P&PT (continued)

[13] Prepare modified pages for the procedure and List of Effective Pages

[14] Obtain documentation of reviewers' concurrences in Blocks 14 and 15

Concurrors

[15] **IF** the organization concurs with the DMR,
THEN sign and date Blocks 14 and 15 for the respective organization

Responsible Manager

[16] **IF** comments are received on the DMR,
THEN resolve comments in accordance with 2-E02-ER-ADM-05 05, ERPD Document Review Process

[17] Document resolution of any comments in accordance with 2-E02-ER-ADM-05 05

[18] Return a copy of the final comment resolution and concurrence to the reviewer

[19] Approve the DMR by signing and dating the DMR in Block 24, unless completed in Step [4]

[20] Go to 6 1[23]

6.5 Editorial Change

Responsible Manager

[1] Obtain the review and concurrence of the QAPM in Blocks 14 and 15

[2] Approve the DMR by signing and dating the DMR in Block 24

[3] Forward the following to the DCC
- The DMR and the affected pages or document if new or revised
- Any applicable History File information/data

DCC

[4] Record or revise the effective date in Block 21 of the DMR

The effective date never predates the approval date recorded in Block 24

[5] Distribute the DMR in accordance with 3-21000-ADM-6 01, Document Control

[6] Add any History File supplied with a DMR to the existing document's History File

6.6 Work Plan Intent Changes Based on a TM

This section addresses the incorporation of TMs into work plans through utilization of the DMR process This section is used only if the TM is already approved TMs are prepared in accordance with the applicable sections of 3-21000-ADM-05 03, RFI/RI Work Plan Development

Responsible Manager

[1] **IF** a TM has **NOT** been reviewed and approved by the required agencies,
THEN go to Step 6 4[16]

[2] Obtain any review and concurrence of any document directly controlling work from Industrial Hygiene, Radiological Health and Engineering, and Occupational Safety

[3] Obtain review and concurrence from the QAPM

QAPM

[4] Verify the adequacy of the memorandum format so that it is consistent with the balance of the work plan as described in 3-21000-ADM-05 03

[5] Correct the TM format, as necessary

Responsible Manager

[6] Obtain the concurrence from the QAPM

[7] Record EPA and CDPHE Approved TM (or equivalent information) in Block 14

[8] **IF** the DMR is consistent with the content of this section and it is appropriate for addition to the work plan,
THEN approve the DMR

[9] Issue the TM with an approved DMR to a work plan

[10] Add the TM directly to the work plan and delete portions of the work plan totally replaced by the content of the approved TM

[11] Arrange for the preparation of any necessary modified pages for the procedure and List of Effective Pages

[12] Contact P&PT for assistance in preparation of modified pages

6.6 Work Plan Intent Changes Based on a TM (continued)

Responsible Manager (continued)

[13] **IF** an ORC review or a Safety Screen is required based on a review of the following

- The document History File
- The changes being made
- 1-52000-ADM-02 01, Operations Review Committee
- 1-91000-NSM-04 03, Safety Evaluation Screens
- The procedures reference below or Appendixes 6 and 7,

THEN complete the following, as applicable

[A] Arrange for completion of the Safety Screen requirements in accordance with 1-91000-NSM-04 03, Safety Evaluation Screens, as necessary

[B] Arrange an ORC review in accordance with 1-52000-ADM-02 01, Operations Review Committee

[C] Approve the DMR by signing and dating the DMR in Block 24

[D] Go to Step 6 1[23]

6.7 Document Development or Revision

Responsible Manager

[1] Submit DMR to DCC

DCC

[2] **IF** the document is a new procedure,
THEN

[A] Add a procedure number with the exception of the unique identifier supplied by Document Services in Block 3

A recommended number may have been supplied by the Responsible Manager

[B] Obtain the unique procedure identifier from Document Services, and record the identifier in Block 3

NOTE *Document Services concurrence responsibility is limited to verifying that the DMR has been completed properly*

[3] **IF** this is a new document,
AND this document is **NOT** a procedure,
THEN record a unique document identifier in Block 3

6.7 Document Development or Revision (continued)

DCC (continued)

[4] A recommended number may have been supplied by the Responsible Manager

[5] **IF** Block 25 is **NOT** completed,
THEN record the DMR number in Block 25

[6] Return the DMR to the Responsible Manager

Responsible Manager

[7] Submit the DMR and DMRCA to the applicable Work Package Manager(s) for evaluation of any CCCB-related impacts

Work Package Manager

[8] **WHEN** a DMR and DMRCA are received from the Responsible Manager,
THEN complete the DMRCA, as appropriate

[9] Perform <u>one</u> of the following

- Authorize completion of the DMR
- Put the DMR on hold pending evaluation through the ERPD or the RFETS change control system

[10] **IF** the DMR is authorized,
THEN return the DMR and DMRCA to the Responsible Manager

[11] **IF** the DMR is rejected,
THEN go to Subsection 6 2

[12] Approve the DMR by signing and dating the DMR in Block 24 and send the approved DMR to the SME

SME

[13] Develop the document in accordance with the applicable development documents

[14] **IF** an applicable development procedure is **NOT** yet issued,
THEN contact DM&RS, as needed, for assistance in developing the document

[15] Review and approve the document in accordance with 2-E02-ER-ADM-05 05

[16] Ensure that the DMR authorizing initiation of the document is included in the History File

[17] Exit this procedure

6.8 Document Cancellation

Responsible Manager

[1] Ensure that the required concurrors for the DMR are identified in Block 13

[2] **IF** the DMR is rejected,
THEN go to Subsection 6 2

[3] Submit DMR for concurrence to concurrors listed in Block 13

Concurrors

[4] Submit any comments on a Comment Review Sheet

Responsible Manager

[5] Revises the DMR, as needed, to resolve any comments in accordance with 02-E02-ER-ADM-05 05

[6] Obtain documentation of reviewers' concurrences in Blocks 14 and 15

Concurrors

[7] **IF** the organization concurs with the DMR,
THEN sign and date Blocks 14 and 15 for their respective organization

Responsible Manager

[8] **IF** an ORC review or Safety Screen is required based on a review of the following

- The document History File
- The changes being made
- 1-52000-ADM-02 01, Operations Review Committee
- 1-91000-NSM-04 03, Safety Evaluation Screens
- The procedures reference below or Appendixes 6 and 7,

THEN complete the following, if applicable

[A] Arrange for completion of the Safety Screen requirements in accordance with 1-91000-NSM-04 03

[B] Arrange ORC review in accordance with 1-52000-ADM-02 01

[9] Approve the DMR by signing and dating the DMR in Block 24

[10] Go to step 6 1[23]

6.9 DMR Use

NOTE *The annotation for "TEMPORARY" or "LIMITED SCOPE" DMRs is a vertical bar in the left hand margin at the affected step(s) and a notation to the left of the bar in the form of "9X-DMR-00XXX MAY AFFECT THIS STEP "*

Controlled Document and Working Copy Holders

[1] Place any TEMPORARY or LIMITED SCOPE DMR, including the affected pages, in front of the applicable procedure and annotate the affected steps of the procedure indicating that a DMR (specify number) may affect this step

[2] Do **NOT** change the actual controlled or working copy of the procedure based on a TEMPORARY or LIMITED SCOPE DMR

[3] Remove and destroy the TEMPORARY DMR either upon the expiration or receipt of a Document Transmittal Notice directing its removal

[4] **WHEN** a TEMPORARY or LIMITED SCOPE DMR expires,
OR a Document Transmittal/Acknowledgement Notice directing its removal is received,
THEN draw a single line through the annotation from Step [1] and initial and date this correction

NOTE *Interim Approval,"TEMPORARY," and "LIMITED SCOPE" DMRs are on yellow paper to assist in their identification*

[5] **WHEN** a controlled copy of the DMR is received,
THEN follow the instructions on the Document Transmittal/Acknowledgement Notice in accordance with 3-21000-ADM-06 01, Document Control

ERPD Personnel and Subcontractors

[6] Limit the use of the following to the area and time period allowed in the DMR
- Interim Approved DMRs
- TEMPORARY DMRs
- LIMITED SCOPE DMRs

7. RECORDS

Management of all records is consistent with 1-77000-RM-001, Records Management Guidance for Records Sources

The only non-quality records generated by this procedure relate to the documentation of editorial non-mandatory comments on annotated documents and may be discarded

Submission of record copies to the ERPD Project File Center will satisfy Administrative Record requirements

7. RECORDS (continued)

SME

[1] Ensure that the original and one copy of the following quality-related records are transmitted to the ERPD Project File Center in accordance with 3-21000-ADM-17 01, Quality Assurance Records Management

- DMR
- DMRCA
- History File, if any

8. REFERENCES

Rocky Flats Interagency Agreement, (IAG), [Between the Department of Energy, the EPA, and the Colorado Department of Health in the Matter of United States Department of Energy Rocky Flats (Colorado) Site], 01/22/91

RFP/ER-MP-93IP 001, Environmental Restoration Management Procedure Implementation Plan and Memorandum of Understanding with Plant Procedures Group

1-A01-PPG-001, Procedure Process

1-A01-PPG-004, Procedure Edit, Review, and Comment

1-31000-COOP-011, Pre-Evolution Briefing

1-52000-ADM-02 01, Operations Review Committee

1-77000-RM-001, Records Management Guidance for Records Sources

1-91000-NSM-04 03, Safety Evaluation Screens

2-E95-ER-ADM-05 01, Procedure Development

2-E02-ER-ADM-05 05, Document Review

3-21000-ADM-05 03, RFI/RI Work Plan Development

3-21000-ADM-06 01, Document Control

8. REFERENCES (continued)

3-21000-ADM-17 01, Quality Assurance Records Management

2-L23-ER-MP-DRAM, ERPD Document Review/Approval Matrix (Until issued, contact the QAPM for specific instructions on identifying reviewers)

3-21000-ADM-17 02, Administrative Records Screening and Processing

APPENDIX 1

Page 1 of 2

EXAMPLES OF DOCUMENT MODIFICATION REQUESTS

DOCUMENT MODIFICATION REQUEST (DMR)

PAGE 1 of _____

Refer to 1-A01-PPG-001 for Processing Instructions.
Print or Type All Information (Except Signatures)

1. Date	2. DMR No.

3. Existing Document Number/Revision	4. New Document Number or Document Number if it is to be changed with this Revision

5. Originator's Name/Phone/Paper/Location	6. Document Title

6. Document Type ☐ Procedure ☐ Other _____

7. Document Modification Type (Check only one)
☐ New ☐ Revision ☐ Intent Change ☐ Nonintent Change ☐ Editorial Correction ☐ Cancellation

8. Item	9. Page	10. Step	11. Proposed Modifications

12. Justification (Reason for Modification, E.O.'s, TP's, etc.)

If modification is for a new procedure or a revision, list remaining disciplines in Block 13 and enter N/A in Blocks 14 and 15. If modification is for any type of change or a cancellation, organizations are listed in Block 13 then Concurrence prints and signs in Block 14, and dates in Block 15.

13. Organization	14. Print, Sign (if applicable)	15. Date (if applicable)

16. Originator's Supervisor (print/signature)

17. Assigned SME/Phone/Paper/Location	18. Cost Center	19. Charge Number	20. Requested Completion Date	21. Effective Date

22. Additional Review? Yes ☐ No ☐ | 23. ORC Review

24. Responsible Manager (print, sign/date)

REVIEWED FOR CLASSIFICATION / UCNI
BY _____
DATE _____

APPENDIX 1

Page 2 of 2

DMR (continuation sheet) Page_____ of _____

Refer to 1-A01-PPG-001 for Processing Instructions
Print or Type All Information (Except Signatures)

2. or 3. Document Number/Revision	5. Document Title

7. Item	9. Page	10. Step	11. Proposed Modifications

12. Justification (Reason for Modification)

APPENDIX 2

Page 1 of 3

ERPD DMR INPUT DATA

TABLE 2-1
DMR ORIGINATOR INFORMATION

BLOCK	DOCUMENT CHANGE (Intent Nonintent, or Editorial Correction)	DOCUMENT REVISION	DOCUMENT CANCELLATION	NEW DOCUMENT
1	**Date of Initiation of the DMR**			
2	**Document Number**			**N/A**
3	**N/A or the Revised Document Number and Revision**	See column left labeled *Document Change*	**N/A**	**N/A**
4	**Information Requested on Originator**			
5	**Document Title**			
6	**Document Type** If the document is not a procedure list type of document			
7	**Intent Change, Nonintent Change, OR Editorial Correction** (See Appendix 3,ERPD Document Modification Worksheet in procedure 2-E04-ER-ADM-05 07)	**Type of Document Modification**		
8	**Sequential of Number Items**	**N/A**		
9	**Identification of Page to Be Changed**	**N/A**		
10	**Identification of Step or Section Number the Change Occurs In**	**N/A**		

APPENDIX 2
Page 2 of 3

TABLE 2-1
DMR ORIGINATOR INFORMATION

BLOCK	DOCUMENT CHANGE (Intent, Nonintent, or Editorial Correction)	DOCUMENT REVISION	DOCUMENT CANCELLATION	NEW DOCUMENT
11	**Explicit Description of Each Change** This description is associated with each entry in blocks 8, 9, and 10, including • If the change is limited scope or temporary, print *LIMITED SCOPE* or *TEMPORARY* at the top of the entry in all caps and bold • After *TEMPORARY* specify *Expires mm/dd/yy* • Describe any scope limitations after *LIMITED SCOPE* (such as, *LIMITED SCOPE Well X-15 of OU-3 Only*) • Record *LIMITED SCOPE* or *TEMPORARY* heading at the top of this section on each page of the DMR Identification of the training required, such as • Minor Change no training required • Training--required reading • Formal training required	**Explicit Description of Each Change** This should be a concise description of the action being addressed Identification of the training required, such as • Minor Change no training required • Training--required reading • Formal training required.		
12	**Justification** Clarify why the change is being made			
13	**Listing of the Organizations** These organization are required to concur with this DMR (see the DRAM and development procedure) This will always include the SME and EQS (for the QAPM)			
14	Leave this blank	N/A	Leave this blank	N/A
15	Leave this blank	N/A	Leave this blank	N/A
16	**Originator's Supervisor's Name**			
20	**Date the Procedure Is Needed**			
Page	**Page Number and Total Number of Pages of the DMR**			

APPENDIX 2

Page 3 of 3

TABLE 2-2

DMR RESPONSIBLE MANAGER INFORMATION

BLOCK	DOCUMENT CHANGE (Intent Nonintent or Editorial Correction)	DOCUMENT REVISION	DOCUMENT CANCELLATION	NEW DOCUMENT
7	**Change Type** If this is a Nonintent change, that does **NOT** require interim issuance, then identify this as an intent change for processing purposes and clarify it type in Block 23 Verify content and correct as needed	Verify content and correct as needed		
ERM CCCB	**CCCB Review** *Indicate if CCCB review is required based on Appendix 8, ERPD Document Modification Request Concurrence/Approval Form (CCCB evaluation may be required for Intent Changes only)		**Check *NO***	See column to the left labeled ***Document Revision***
14	**Concurrors Signatures** Obtain concurrence signatures (Follow section for expedited issuance)	No action	See changes	No action
15	**Date of Concurrence**	No action	See changes	No action
17	**SME** *Record SME from DRAM or update, and SME data			**SME** *Identify SME and record SME data
18	**Cost Center** *Record cost center			
19	**Charge Number** *Record cost tracking data based on Appendix 5, Charge Number Entry Data			
22	***Check NO***	**Check** *Check as appropriate If an accelerated review is needed, check *YES* only if the change involved less than 50% of the document	***Check NO***	
23	**ORC Review Requirement** *Determine if ORC review is required based on 1-52000-ADM-02 01, Operations Review Committee or Appendix 6, ORC Review Determination If NOT required, then indicate *ORC review NOT required* If ORC review is required, record the ORC meeting number followed by the date If this is a Nonintent change, which does not require interim issuance, then indicate *Nonintent Change processed as an intent change to simplify processing*			
Classification Information	**Classification Review** *Record *N/A* in this area , **UNLESS** this is an OU-15-specific DMR For OU-15-specific DMRs obtain applicable classification reviews			

APPENDIX 3
Page 1 of 2

ERPD DOCUMENT MODIFICATION WORKSHEET

DATE_____ DOCUMENT_____ REV _____

INSTRUCTIONS

Complete this checklist by checking (√) YES or NO for each question

For assistance, contact the discipline needed to aid in answering questions

		YES	NO
1	Does the modification change the original intent or applicability of the document as defined in the Purpose or Scope?	____	____
2	Does the modification affect personnel or public safety?	____	____
3	Does the modification represent a departure from the procedure's original methodology, step sequence, or level of detail?	____	____
4	Does the modification alter setpoints, acceptance criteria, operating parameters, labels, or equipment identification numbers?	____	____
5	Does the modification affect the document's implementation of regulatory requirements or commitments (for example, FSAR, OSR)?	____	____
6	Does the modification add or delete permanent equipment or systems?	____	____
7	Will the entire document need to be reissued as a result of the modification?	____	____
8	Is the modification necessary to make editorial corrections as defined in Section 3 of procedure 2-E04-ER-ADM-05 07?	____	____

APPENDIX 3
Page 2 of 2

DOCUMENT MODIFICATION WORKSHEET

DATE_____ DOCUMENT_____ REV _____

NOTE Modification hierarchy from most restrictive to least restrictive is as indicated in the DECISIONS block below Modification process choice may **ALWAYS** be more restrictive but **NEVER** less restrictive

DECISIONS

1 Is the answer to Question 7 YES?
If so, process the modification as a REVISION

2 Is the answer to ANY of Questions 1 through 6 YES?
If so, process the modification as an INTENT CHANGE.

3 Is the answer to ALL of Questions 1 through 7 NO?
If so, process the modification as a NONINTENT CHANGE.

NOTE: Nonintent Changes that do not have to be used immediately can be processed as intent changes to avoid the 14-day expiration

4 Are the answers to ALL of Questions 1 through 7 NO?
If so, is the answer to Question 8 YES?
If so, process the modification as an EDITORIAL CHANGE.

Process Modification as [check (√) one]

- REVISION
- INTENT CHANGE
- NONINTENT CHANGE
- EDITORIAL CHANGE

APPENDIX 4
Page 1 of 1

GUIDANCE FOR CLARIFICATION OF INTENT CHANGES

(This is from RFP/ER-MP-93IP 001 and is included to assist in implementation)

For OPS, nonintent changes must have any applicable Criticality Engineering, Radiological Engineering, Industrial Hygiene, and Occupational Safety review/concurrence normally required before implementing the change as required in 2-E02-ER-ADM-05 05,ERPD Document Review Process (see ERPD's Document Review and Approval Matrix)

When evaluating whether changes are "Intent" or "Nonintent" Changes, the clarification of the meaning of a methodology change addressed below is applicable For "Nonintent" Changes, the procedure change may be implemented after completion of a very limited review, then, the balance of the review is completed As indicated in 1-A01-PPG-001's Appendix 1, an intent change is a change in methodology A methodology change means an alteration in the total technical protocol specified in the procedure Changes in limited portions of the protocol, even if they impact the results of the procedure, are not methodology changes In other words, changes in the specifics of a sampling or analytical protocol are not considered a methodology changes For example

- Changing a preservation chemical is not a methodology change
- Changing the core sampling technique is not a methodology change
- Alterations in the sampling frequency or location is not a methodology change

APPENDIX 5
Page 1 of 1

CHARGE NUMBER ENTRY DATA

For Level 2, 3, and 4 procedures the "Charge Number" (Block 19 of the DMR) should be

1. "ER-ADM" for Level 2 administrative procedures
2. "ER-ADM#" for Level 3 and 4 administrative procedures where "#" is the Level number
3. "ENV-" then the procedure prefix for operations procedures (such as, ENV-FO, ENV-GT, ENV-GW, ENV-SW, ENV-AQ, ENV-TRS, ENV-ECOL)
4. "DOC-ORG" for documents other than procedures, where ORG is the acronym for the organization (such as DOC-EE&T, DOC-GEO, DOC-RPM)

Other options may be established by the Responsible Manager

APPENDIX 6
Page 1 of 2
ORC REVIEW DETERMINATION

ORC REVIEW DETERMINATION

DOCUMENT NUMBER _____ REV _____
DOCUMENT TITLE _____
_____

DOCUMENT MODIFICATION TYPE ❑ New ❑ Revision ❑ Intent Change

This form is used to document the ORC review identified in procedure 1-52000-ADM-02 01, Operations Review Committee Documents, including revision or intent changes, which affect safety systems for facilities listed in Appendix 2 of 1-52000-ADM-02 01, Operations Review Committee Requirements, or for which the answer to any the following questions is yes, should be identified for ORC review The form in Appendix 3 of procedure 1-52000-ADM-02 01 may be used in place of this form

Procedure changes determined to not involve a "change of intent" do not require ORC review

For purposes of ORC review, "procedure" is defined in Section 3 10 of 1-52000-ADM-02 01 (For ERPD, the term procedure would normally include all work controlling documents) Check YES or NO

ORC Review Evaluation	YES	NO
Does the document specify key administrative controls potentially affecting the safety envelope of nuclear facilities for one of the programs listed below (based on the criteria in Appendixes 1, 2, and 3 of 1-52000-ADM-02 01)?	❑	❑
Procedure Program Environmental Restoration Program Quality Assurance Program Onsite and Offsite Transportation Program (Other programs listed in Appendix 3 of 1-52000-ADM-02 01 not typically affected by ERPD)		
2 Does this document affect or provide instruction for energizing, filling, venting, draining, starting up, shutting down, changing modes of operation, or other conditions directly affecting operations of systems listed in Appendix 2 of 1-52000-ADM-02 01? (This consideration is normally only relevant for OU-15)	❑	❑
3 Does this document affect process monitoring of emergency equipment, vital safety systems, or systems, equipment, structures, or components that serve as barriers relied upon to limit release of radioactive materials (Appendix 2 of 1-52000-ADM-02 01)? (This consideration is normally only relevant for OU-15)	❑	❑
4 Does this document affect systems, components, structures, or activities that could prevent performance of safety functions of systems for facilities listed in Appendix 2 of 1-52000-ADM-02 01? (This consideration is normally only relevant for OU-15)	❑	❑

APPENDIX 6
Page 2 of 2

ORC REVIEW DETERMINATION

Page 2 of 2

DOCUMENT NUMBER _____ REV _____

DOCUMENT TITLE _____

ORC Review Evaluation	YES	NO
5 Does this document implement or support a surveillance requirement, including vital safety system calibrations for an OSR, TSR, or systems of facilities listed in Appendix 2 of 1-52000-ADM-02 01? (This consideration is normally only relevant for OU-15)	❑	❑
6 Does this document establish compensatory or remedial actions needed to satisfy the requirements of a facility Safety Analysis Report, or to compensate for deficiencies of systems listed in Appendix 2 of 1-52000-ADM-02 01? (This consideration is normally only relevant for OU-15)	❑	❑
7 Does this procedure provide instructions that define emergency actions, or define activation of control of the Emergency Center? (This consideration is normally only relevant for OU-15)	❑	❑
8 Does this document involve, define, or control criticality safety parameters or analyses? (This consideration is normally only relevant for OU-15)	❑	❑
9 Does the document provide instructions for handling, storage, inspections inventory, processing, shipping, or onsite transportation of radiologically hazardous contaminated, or fissile materials that could result in worker or public exposure above acceptable levels per established Rocky Flats programs or limits?	❑	❑
10 Does this document provide for periodic or repetitive type maintenance or testing on the systems or items of facilities listed in Appendix 2 of 1-52000-ADM-02 01? (This consideration is normally only relevant for OU-15)	❑	❑
11 Does this document specify requirements for controlling or preventing radiation exposure, criticality safety violations, vital safety system degradation, or OSR violations (see nuclear safety issue definition 3 5 and Appendix 1 of 1-52000-ADM-02 01)?	❑	❑

ORC Review Required ❑ YES ❑ NO

RESPONSIBLE MANAGER

Signature	Print Name	Date
_____	_____	_____

APPENDIX 7

Page 1 of 3

GUIDANCE FOR CLARIFICATION OF SIGNIFICANT IMPACT

ERPD procedures, documents, and activities normally do not impact the safety envelope at RFETS and normally would not require ORC review ERPD has NOT identified any activities that can credibly result in an unacceptable exposure of workers or the public to hazardous or radioactive material ERPD experiences indicates the exposures associated with the ERPD activities are typically small During the remedial investigation of OU1 the exposure were less xx mrem/yr and for OU2 the exposures were less than ?? mrem/yr As required by law, ERPD works under the control system established by the EPA, and so the mechanism for implementation of the requirements in DOE Orders varies from the balance of the plant In addition, most of the ERPD documents are subject to direct oversight and concurrence by DOE, EPA, and Colorado Department of Public Health and the Environment (CDPHE) EPA and CDPHE direction has essentially the force of law for this program Also for ERPD activities, much of the actual field implementation is performed by subcontractors who have substantial experience in remediation activities under EPA oversight, rather than by the RFETS crafts personnel

ORC Review Requirements

Based on this information the following ERPD documents, including procedures, would be subject to ORC review

1 The ERPD Project Implementation Plan which provides a general description of ERPD activities

2 Level 1 procedures that could credibly affect vital safety systems or have an impact on such a system in accordance with 1-52000-ADM-02 01, Operations Review Committee Requirements

3 Design and engineering documents related to facilities, such as the 903 Pad, specifically identified in procedure 1-52000-ADM-02 01, Operations Review Committee Requirements

4 Any document, including procedures, controlling an activity where credible circumstances could result in exposure of workers in excess of

- a 40 DAC hours in a year,
- b 50% of the applicable external exposure limit,
- c the PEL averaged over 40 hours for hazardous chemicals, or
- d to an IDLH condition (Only an accident or confined space entry might result in an IDLH condition at RFETS)

APPENDIX 7
Page 2 of 3

5 Any document, including procedures, controlling an activity where credible circumstances could result in exposure of a hypothetical member of the public at the site boundary in excess of

a 10 DCG hours in a year,
b 50% of the applicable external exposure limit, or
c Release of a reportable quality of a chemical (see in 40 CFR 302 or 40 CFR 355)

6 Any document, including procedures, controlling an activity where normal operations could result in exposure of workers in excess of

a 10 DAC hours in one week,
b 50 mrem in one year (external exposure),
c 10% PEL averaged over 40 hours for hazardous chemicals, or
d an IDLH condition (Only an accident or confined space entry might result in an IDLH condition at RFETS)

7 Any document, including procedures, controlling an activity where normal operation could result in exposure of a hypothetical member of the public at the site boundary in excess of

a 1 DCG for an hour
b 50% of the applicable exposure limit for the public,
c Release of a reportable quality of a chemical (see in 40 CFR 302 or 40 CFR 355)

NOTE *Currently no activities have been identified that might result in such an exposure or condition*

Typically, if an ORC review were required, the document would be subject to review by Site ORC, since this ORC is most knowledgeable about ERPD activities The exception to this would be when a facility with a designated ORC may be directly affected, then the ORC for that facility would be requested to review the document

APPENDIX 7
Page 3 of 3

Prescreen or Safety Screen Requirements

Appendix 1 of 1-C10-NSM-04 03 states, "Exempt from the SES/USQD review process are evaluations of administrative procedures for nonnuclear activities that do not involve hazardous materials, or that do not affect safety systems " The definition of hazardous material in this procedures states, " quantities that either alone, when combined with another substance through a credible mechanism, or when coming in contact with an available energy source, are determined to be capable of posing an unacceptable risk to the environment or to health and safety of the workers or the public "
Based on the criteria in the previous paragraph, that except for OU 15 work, NO current ERPD activities might affect safety system, as there is no credible scenarios for unacceptable risk

However, the SES/USQD process will need to be implemented if the facility is designated "nuclear facility" based on DOE Order 5480 5, DOE Order 5480 21, and 1-C10-NSM-04 03, Safety Evaluation Screens ERPD would identify the data needed for this determination during the health and safety planning activities for any new activities (in other words locations) where these criteria might be exceeded Any activities (in other words activities at specified location), which might credibly exceeded these criteria, must complete the formalized SES/USQD process

APPENDIX 8
Page 1 of 3

ERPD DOCUMENT MODIFICATION REQUEST CONCURRENCE/APPROVAL FORM

DOCUMENT DATA (Completed by Responsible Manager)

Document No _____ Revision ____ Draft ____

Document Name _____

_____

_____

DMR Number (if available) _____
Date _____ Originator _____

Responsible Manager

Print _____ Date _____

Signature _____

SUMMARY OF THE POTENTIAL IMPACTS:
(Completed by Responsible Manager)

Impact

1 Does the DMR involve a scope change for ERPD or the applicable work package? (Consult with the Work Package Manager as necessary for assistance)
Yes _____ No _____

2 Will the DMR change the baseline budget by more then $500 00? Yes ____ No ____

3 Will the DMR change (extend) existing schedules? Yes ____ No ____

If any of the questions above were answered "Yes", a baseline change proposal (BCP) must be submitted to the ERM CCCB Consult with the CCCB secretariat for scope, schedule, and budget thresholds, which also require disposition by DOE configuration control board(s) before implementation

APPENDIX 8
Page 2 of 3

DESCRIPTION OF THE POTENTIAL IMPACTS (SCOPE, COST, & SCHEDULE):
(Completed by the Responsible Manager)

If the answer to Question 1 is yes, describe the scope change below If there is a cost impact, describe this impact and the uncertainty in these impacts below If there is a schedule impact, identify the impact schedule commitments, the projected delay, and the uncertainty in the projections

DOCUMENT DATA (Completed by Work Package Manager)

Document No _____ Revision __ Draft __

Document Name _____

DMR Number (if available) _____

Date Originator _____

APPENDIX 8
Page 3 of 3

Changes In Final Impact Evaluation Description
(Completed by Work Package Manager)

Describe below any changes in the impact based on this final evaluation:

_____
_____
_____
_____

Action:

____ Proceed with DMR
____ Hold DMR pending resolution of work package concerns
____ Prepare Baseline Change Proposal (BCP)
____ Other (specify _____)

Completed By:

_____ _____
Work Package Manager (Print) Work Package Number

_____ _____
Work Package Manager (Signature) Date

APPENDIX 9

Page 1 of 1

DMR History File TABLE OF CONTENTS

1 Original DMR

2 Completed Review Comment Sheets

3 Completed DMR (if different from the original)

APPENDIX 10

Page 1 of 1

ACRONYMS

Acronym	Description
AGM	Associate General Manager
BCP	Baseline Change Proposal
CCCB	Contractor Change Control Board
CDH	Colorado Department of Health
CDPHE	Colorado Department of Public Health and the Environment
DAC	Derived Air Concentration (Radioactive)
DCC	Document Control Center (ERPD)
DCG	Derived Concentration Guide (Radioactive)
DMR	Document Modification Request
DMRCA	Document Modification Request Concurrence/Approval Form
DOE	Department of Energy
DRAM	Document Review/Approval Matrix
DTAN	Document Transmittal Notice
EPA	Environmental Protection Agency
ERM	Environmental Restoration Management
ERPD	Environmental Restoration Program Division
EQS	Environmental Quality Support (ERPD)
IDLH	Immediately Dangerous to Life or Health
IH	Industrial Hygiene
IWCP	Integrated Work Control Package
N/A or NA	Not applicable
OPS	Operations procedure
ORC	Operations Review Committee
OS	Occupational Safety
OU	Operable Unit
PEL	Permissible Exposure Limit
P&PT	Plans and Procedures Team
QAPjP	Quality Assurance Project Plan
QAPM	Quality Assurance Program Manager (ERPD)
RE	Radiological Engineering
RFETS	Rocky Flats Environmental Technology Site
RFP	Rocky Flats Plant
SAA	Standards, Audits, and Assurance
SES	Safety Evaluation Screen
TM	Technical Memorandum
USQD	Unresolved Safety Question Determination